NOTES

For Briefing Of

Clark Committee

*****

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25X1

25X1A

I. Security Problems in Across-the-Board Administration Function – _____

25X1A _____ to accompany except to Security.

II. History of administrative organization and function in CIA.

A. 7 - 8 years old growing pains.

B. OSS to OSO – Autonomy.

C. Organization of central administrative offices.

D. OPC – Autonomy.

E. Three (3) separate administrative organizations not coordinated with each other.

F. Impact on field stations.

G. Existing situation on 1 January 1952 – Action of General Smith to fix responsibility and embark upon centralized administrative concept. (ADD/A (S))

H. Improved but not satisfactory.

I. 15 July 1952 – Reorganization of the Clandestine Services. (Present setup – use Regulation.)

III. Corrective Action (15 July 1954)

    A. Regulations.

    B. Career Service.

    C. Closer working relationship with DD/P.

    D. Project Review Committee - FI Projects.

    E. Administrative plans for projects - Subsidy - Proprietary.

    F. Better Accountings.

    G. Better Audits.

    H. Property - Accountability.

IV. DD/A Responsibility.

    A. Both staff and command - (Use Personnel Strength Report.)

    B. Staff - G-1 and G-4 (less Personnel)

    C. Command - All central support units plus special and technical services.

V. Control

    A. Administrative Officers - DD/I, Communications, Training, and Personnel.

    B. COA/DDP.

    C. Special Assistants to the DD/A.

    D. A.M. Meetings with Special Assistants.

    E. Weekly Staff Meetings.

    F. One (1) hours each week for each office head - central administrative offices.

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VI. **Brief description of each administrative office.**

    A. PAPS (Project Administrative Planning Staff).

    B. Management Staff.

        1. Management proper

        2. Records management

        3. Regulations control

    C. Medical Office

        1. Overseas support

        2. Operational support

        3. Psychiatric program

    D. Logistics Office

        1. G-4, plus technical services.

        2. Procurement

        3. Supply

        4. Transportation

        5. Real Estate and Construction

        6. Reproduction

    E. Office of the Comptroller

        1. Budget

        2. Fiscal

        3. Finance

        4. Technical accounting

        5. Program analysis

        6. Support - control

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7. Unvouchered money

8. Proprietary and subsidy projects

9. Problems

    a. Mixing personal and official funds

    b. No receipts

    c. Administrative error

    d. Prosecution in case of malfeasance

F. General Counsel

    1. Projects

    2. Laws of foreign countries

    3. Tax problems (IRS)

    4. Complicated contracts, etc.

    5. Controller General

G. Legislative Liaison (Reports to Inspector General)

H. Auditor-in-Chief

    1. Internal GAO

    2. Status of audit

25X1A6D VII. [_____]

VIII. Problems

A. Centralized administration versus decentralized administration.

    1. Pros and cons

    2. Security

    3. Checks and balances

    4. Protection for DCI

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B. Organization

    1. Personnel

    2. Training and Communications

    3. Possibility of Combining Personnel and Training under

       fourth Deputy Director

IX. New Building